

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> AC Swim Coach (Seasonal)	<u>Revision Date:</u> 02/06
		<u>EEO Function:</u> Parks & Rec
		<u>EEO Category:</u> Paraprofessional
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 50910

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Program & Aquatics Coordinator, responsible for conducting a swim program which stresses a recreational approach to competitive swimming.

III. Essential Duties

- Compile daily workouts appropriate for a wide range of swimming levels.
- Assist swimmers in their progression through the different skill levels.
- Observe and correct errors; focuses on stroke development and stroke mechanics.
- Teach starts and turns as well as race tactics
- Generate, organize, post, and distribute all meet entry forms for swim team members and coaches and submit meet entries.
- Coordinate and compile heat sheets for all meets.
- Make copies of meet information and distribute to parents and swimmers. Post meet information on the swim team bulletin board.
- Attend meets, supervise and motivate swimmers, assist in determining race strategy, direct warm-up exercises, evaluate swimmers' performances and offer positive suggestions for improvement.
- Maintain attendance rolls and reports.
- Attend to the emotional and mental well being of swimmers. Build self-esteem and confidence of team members and use good judgement in determining expectations and level of physical strain placed on swimmers.
- Ensure the safety of swim team members. Develop safety rules and guidelines and monitors swimmers in the locker room and pool area to prevent "horse play."
- Compile weekly and monthly statistics on all assigned activities and keep accurate program records.
- Coordinate and order all seasonal inventory of medals and ribbons.
- Coordinate with Alta Canyon Sports Center, Sandy City, Salt Lake County, Jordan School district and other outside agencies.
- Project a positive and professional image to parents and the public.
- Respond quickly and efficiently to all emergency situations.
- Mobilize support of assigned programs and projects through recruitment of volunteers and soliciting donations of equipment and supplies.

IV. Marginal Duties

- Work as part of a team to help coordinate additional Center projects with other staff members.
- Perform other duties as assigned.

V. Qualifications:

Education/Experience: High School diploma or equivalent preferred; Competitive swimming or Water Safety Instructor background preferred; coaching experience preferred. Must successfully complete oral,

written and practical water exams; must also pass a vision and hearing test.

Certificates/Licenses: Must possess a valid Utah Driver's License; must have current certification in American Red Cross CPR and First Aid.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Sports programs (in depth knowledge required of assigned sports); principles of recreational programming; leadership, team building and ability to be self-motivating; budgeting, scheduling and evaluations; proper English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction. Must have ability to react responsibly in an emergency situation.

Communication Skills: Contacts requiring tact and judgement to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups; ability to enforce pool regulation in a firm manner while maintaining good public relations.

Tool, Machine, Equipment Operation: Physical ability to carry out a water rescue; regular use of a telephone; occasional use of a copy machine, computer, and calculator; use of specialized equipment related to the assigned activity/sport; occasional use of a city vehicle.

Analytical Ability: Organize persons of high rank; organize, delegate and establish meaningful goals; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects; operate computer and telephone systems.

VI. Working Conditions:

Generally comfortable working conditions; frequent work in coordinating and directing programs; moderate mental pressure and fatigue exist during a normal workday due to exposure to outside elements and resolution of interpersonal conflicts; moderate physical exertion is present because of job requirements; requires evening, late nights, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any